



The University of Southern Mississippi

REQUEST FOR A REVISION OF JOB DESCRIPTION

Department: _____ VP Area: _____

Current Job Title: _____ Current Level: _____

Reason for Revision: Yearly review Job audit change
 Drastic change in position New person in position
 Job title change
 Other. Please explain. _____

If a copy of the job description is needed, please contact Human Resources at (6) 4050 or Box 5111.

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- Mark the section(s) that have changes:
 - Job Summary
 - Essential Duties and Responsibilities
 - Immediate Supervisor
 - Supervisory Responsibilities
 - Internal/External Relationships
 - Education Requirements
 - Machines, Tools, Equipment, Electronic Devices, Computer Programs
 - Mathematical Skills
 - Reasoning Ability
 - Physical Demands
 - Work Environment
 - Licenses, Certificates, Registrations
 - Language Ability
 - Instructions for making changes:
 - Mark changes with red pen on your copy of the job description or type changes on a separate sheet.
 - Attach your changes to this form and mail to Human Resources, Box 5111.
 - Human Resources: After the changes have been made, an original job description will be mailed for approval and signature. (*Only copies with the standard format printed by Human Resources will be accepted as originals.*)
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Job Title Change Request

Current Job Title: _____

Proposed Job Title: _____

Budget Number: _____ Position Number: _____

NOTE: Changing the job title does not mean that a job will be reclassified to a different level. For a job to be reclassified, the tasks and the knowledge, skills, or abilities required to perform the tasks would have to change. The primary purpose of changing a job title is to have the title more accurately reflect what is currently being done on the job; however all job title requests must go through the approval process in the Department of Human Resources.

Justification: _____

Department Head Signature

Date

Department Head Name (Print Clearly)

Department Phone

Department Box #

Human Resources Signature

Date